

**City of Belmont  
PARKS & RECREATION COMMISSION  
REGULAR MEETING FEBRUARY 2, 2011  
MINUTES**

The regular meeting of the Belmont Parks & Recreation Commission of February 2, 2011 was called to order at 7:05 p.m.

**I. ROLL CALL**

COMMISSIONERS PRESENT: Vice Chair Cheechov, Commissioner (C) Wright, Youth Commissioner (YC) Bartee, C King, Bortoli, Davis, and Sullivan

COMMISSIONERS ABSENT: Chair (CC) Andrews and Youth Commissioner (YC) Reimche.

STAFF PRESENT: Parks and Recreation Director (PRD) Gervais, Secretary (S) Saggau and Leonoudakis

**II. APPROVAL OF MINUTES**

C Davis requested that one sentence on page 5 of the minutes – *“He also had concerns with out of town users causing problems and the City does not have the staff to enforce rules”* be removed from the minutes because it did not reflect what he stated.

In order to identify how each Commissioner voted on the motion Secretary Saggau requested names for each Commissioner on the vote for the following motion made by C Davis – The Commission recommends to Council that proactive enforcement of the leash law be suspended between the hours of dawn and 8:00 a.m. in the morning at Barrett Park seven days a week.

*4 in Favor: Davis, Sullivan, Bartee, Reimche*

*5 Opposed: Andrews, Cheechov, Wright, King, Bortoli*

***C Davis moved, seconded by C King, to approve the minutes as amended of the regular meeting of January 5, 2011. Vote: 7 in favor and 0 opposed.***

**III. PUBLIC COMMUNICATION/COMMENTS/ANNOUNCEMENTS**

C Bortoli reported on the Senior Advisory Committee meeting. The Lunch Program contractor is going to change to the Poplar Creek Grill. PRD Gervais stated the new contractor would start on March 1, 2011.

C Bortoli noted there will be no increase in the suggested donation: \$4.00 for seniors and \$8.50 non-senior. They will need to serve about 30 meals per day to start and work their way up to 40 meals per day. Seven to eight volunteers are needed to serve the meals each day.

C Bortoli reported the new HVAC system is up and running at Senior Community Center.

PRD Gervais added the HVAC system project was done on time and in budget.

C Wright reported that the Green Advisory committee has prioritized a list of three recommendations for ordinance changes and two for the General Plan.

1. Ban of single use bags for Grocery and Retail Stores Ordinance
2. Outdoor Landscaping Water Conservation Ordinance
3. Construction Debris Ordinance

General Plan:

1. Master Bike Plan
2. Sustainability Element

C Davis reported on a presentation at the Senior Community Center given by Laura Guluzzy on her trip to Shanghai, China. The talk was enjoyable and very well done.

C Bortoli reported on the Sports Advisory Committee meeting. They discussed the proposal going to City Council to authorize funds to hire a Landscape Architect to prepare design for the Synthetic Turf project at the Belmont Sports Complex. They noted baseball proponents would prefer to have grass and a dirt infield at the North Field so it may be easier to turf the South Field. PRD Gervais added this item would be presented to City Council on February 22 or March 8, 2011.

C Sullivan commented on the Davey Glen Park Ad-Hoc Committee meetings. They will have one more meeting and then it may be ready to put on the agenda for the March Parks & Recreation Commission meeting. VC Cheechov read three e-mails the Commission received from residents expressing support for Davey Glen Park being at the top of the Priority Calendar.

PRD Gervais reminded Park and Recreation Commission members of the Commissioners Dinner to be held at the Sports complex on Friday night March 4, 2011 which will be catered by Hola.

C Sullivan reported on the trail work being done at Water Dog Lake. Work is scheduled for every other Saturday and Sunday. With additional help the trail should go all the way around the lake. Two additional bridges should be installed in the next few months.

C Wright inquired whether or not Park and Recreation Department could have a Facebook page to engage the community. PRD Gervais explained that Park and Recreation Department would like more web presence but does not have the staff to keep it up to date. He added that there was an Intern starting soon and that possibly they could further this effort. C Wright suggested that Commission members might post on a Belmont Park and Recreation Facebook page to help with updates. YC Bartee was in favor of having a Facebook page. C Sullivan noted the Commission should be aware of possible legal implications, such as the Brown Act, of posting on the web. PRD Gervais & VC Cheechov noted that there can be difficult questions that might be asked on a Facebook site.

#### **IV. AGENDA AMENDMENTS**

None

#### **V. OLD BUSINESS**

##### **a. Priority Calendar**

C Wright questioned if the Paper Trails could be combined with the Trail Improvements on the Priority Calendar. It was clarified that Paper Trails and Trail Improvements are two different items.

C Sullivan recommended that the Commission look at the Priority Calendar in two ways; a wish list and a budget item.

C Davis stated that the Tree Planting Program should take place every year and that it should be in the City Budget. C Bortoli noted that it would help the City receive its Tree City designation. PRD Gervais stated that the city plants lots of trees around the city but that there is a lack of trees in the Sterling Down neighborhood and that is the neighborhood where the Tree Planting Project was focused.

C Wright suggested that a Solar Energy Policy at the Library might be something to look at as a possible revenue source. C Davis stated he spoke with Karl Mittelstadt who had researched solar panels for the

Library but found that it did not make economic sense at this time. The Public Works Corporation Yard is more suited for solar and it would cover 80% to 90% of their electrical costs.

The Commission completed their rankings on the Priority Calendar for FY 2011-2012. The results of their rankings were calculated with the following results:

1. Davey Glen Park Design and Development
2. Cipriani Dog Park Improvements
3. Non-Profit Belmont Parks Foundation
4. Athletic Field Improvements-Sports Complex Synthetic Turf
5. Trail Improvements
6. Barrett Community Center Planning
7. San Juan Canyon Open Space Planning
8. Park & Open Space Master Plan Update
9. Playground Improvements O'Donnell Park, Barrett CC
10. Paper Trails
11. Establishment of Limited Hours for Dogs Off-Leash at Barrett
12. Solar Energy Policy
13. Replace Bathroom at Alexander Park
14. Facilities Condition Management Assessment
15. City Holiday Tree
16. Bocce Ball Court in Twin Pines Park
17. Tree Planting Program

C King noted she had given the City Holiday Tree a higher score because she would like staff to decide how to handle it before December 1<sup>st</sup>.

C King commented that the Commission had already expressed support for preparing a design for Synthetic Turf at the Belmont Sports Complex. It was noted that this is still pending City Council approval

C King commented that some of the items on the Priority Calendar that are ranked very low do not mean that they should not be undertaken. These should be staff projects and staff should be in charge of them.

## **VI. NEW BUSINESS**

### **a. Parks and Recreation Department Budget**

PRD Gervais stated that he is trying to increase everyone's understanding of the Budget. The more the citizens are informed, the better they will be able to understand the department's priorities and operations. It is very difficult to add a project that people care about if it has not been added prior to the budget being approved. The department is always looking for alternate sources of revenue such as grants. The Budget is a very important document and is a guide to how we operate. The 2011/2012 budget year starts July 1, 2011.

The Parks and Recreation Department is mainly funded from the General Fund which is generated from property taxes and other city revenue. General maintenance of the Parks and Facilities expends approximately 70% of the Department's staff and funding and 30% is used for Recreation Programs. The Recreation Programs produced revenue in the amount of \$1,200,000 and Facility rentals add another \$350,000, all of which went back to the General Fund. About half of the 1.2 million dollars of revenue was as a result of revenue received from the Learning Center which almost covering their cost. The Department endured a 12 ½ percent reduction in the Budget from FY 2009/10 and may see another reduction FY 2011/12.

The department also manages accounts outside the General Fund which can only be used for targeted projects or activities. The main sources are: Park Improvements, Library Fund, Field Accounts and the Tree Fund.

C King inquired whether labor and materials were included in the Field Maintenance account. PRD Gervais stated that staff time has not been charged to this account. C King noted that would make other accounts look better but would drain the account quickly.

C King stated that she would be less opposed to selling the Wakefield Park and Ralston Ranch properties than installing an electronic billboard sign at the Belmont Sports Complex.

C Wright asked about the budget process schedule. PRD Gervais replied that the budget is reviewed in March and April and that would be the time to get involved in the budget process.

C Wright asked what the next step is to find out what potential revenue the Sports Complex signage might generate. PRD Gervais explained that we are waiting for Bike Bridge completion to see how visible signage would be fronting Highway 101. This may be a potential revenue source that could be used for the synthetic turf project. Funding for the synthetic turf project would not come from the General Fund but from some alternative source.

## **VII. DEPARTMENT REPORTS**

PRD Gervais reported improvements to the playground at Barrett Community Center are planned to bring the playground up to code. The Rotary Club is providing \$2,500 to replace the swings and the city may complete some additional improvements.

S Saggau gave an update report on the construction project at Semeria Park.

### **A. Questions and Comments**

C King said that the ribbon cutting ceremony for the Emmett House will be held on Saturday, March 19th.

S Saggau noted that training for the Commissioners on e-mail will be scheduled after the Commission appointments are made in April.

C King clarified that the raccoon tracks are still on the pathway at Semeria Park.

### **B. Future Agenda Items**

C Wright stated that she would like to get started working on the Paper Trails. It was decided the Commission would have a Saturday Commission meeting to visit paper trail sites.

## **VIII. ADJOURNMENT**

The meeting was adjourned at 8:42 p.m.

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Jonathan Gervais

Parks & Recreation Director